



## Finance

### FINANCIAL PROCEDURES FOR CAP REGIONS AND WINGS

This regulation establishes policies and procedures for the administration, auditing, accounting and reporting of Civil Air Patrol (CAP) funds in accordance with Public Law 88-504 of the Congress of the United States, the *Constitution and Bylaws of the Civil Air Patrol* and the decision of its National Board and National Executive Committee. **Note: Shaded areas identify new or revised material.**

#### 1. Requirements.

- a. To maintain a **uniform** system of budgeting, accounting and control for all CAP regions/wings.
- b. Provide adequate auditing to ensure control of **all CAP funds**.
- c. Present to the Congress of the United States an annual financial report of the assets, liabilities, income, expenses and net assets of CAP.

**2. Responsibilities.** Each region and wing commander will ensure that the requirements of this regulation are accomplished, and be responsible for all region/wing and unit funds.

a. Each region commander will establish, in writing, a finance committee. This committee will be composed of the region commander, finance officer and at least two other officers. The counterdrug officer, if applicable, will sit in as an advisory for that portion of **budget** development pertaining to counterdrug funding. Each region finance committee will:

- 1) Advise the region commander with respect to the administration of region funds in accordance with the provisions of this regulation.
- 2) Assist and supervise the wings assigned to the region to ensure that all financial **and reporting** requirements are met.

b. Each wing commander will establish, in writing, a finance committee. This committee will be composed of the wing commander, finance officer and at least two other officers. The counterdrug officer, if applicable will sit in as an advisory for that portion of **budget** development pertaining to counterdrug funding. **Additionally, the state director and/or deputy state director, CAP-USAF liaison office (LO) will attend in an advisory capacity.** Each wing finance committee will:

- 1) Advise the wing commander with respect to the administration of wing funds in accordance with the provisions of this regulation.
- 2) Assist and supervise units below wing to ensure that **unit** funds are administered in accordance with the requirements of CAPR 173-1, *Financial Procedures and Accounting Report for Units Below Wing Level*.

**3. Congressional Requirements.** Under the provision of 36 USC Sections 1102 and 1103, CAP is required to maintain and audit its financial records. In addition, the law requires CAP to file, with Congress, an annual audit of its financial records not later than March 31 of each year. This filing requirement, mandated by law, cannot be met unless all units meet the filing dates of audits and other year-end requirements as specified in this regulation.

a. This directive requires that:

- 1) CAP's method of accounting is the accrual basis.
- 2) CAP presents to the Congress of the United States an annual report consolidating the assets, liabilities, income and expenses of all units of the Corporation.
- 3) The financial accounts of CAP at region and wing levels are audited annually in accordance with generally accepted auditing standards by independent certified public accountants (CPA) or independent licensed public accountants (LPA).
- 4) **CAP region and wing finance offices will use the accounting software provided by National Headquarters.**

b. The above Congressional requirements can only be accomplished by ensuring that members of the finance committee at both region and wing level have an understanding of the following:

- 1) The accrual basis of accounting.
- 2) That the financial accounts of all CAP units are standardized.
- 3) That the accounting systems of all CAP units are standardized.
- 4) That regions and wings must utilize the professional services of independent certified public accountants (CPAs) or independent license public accountants (LPAs).

**4. Duties of Region Finance Committees.** The region finance committee will:

a. Engage the professional services of an *independent* certified public accountant (CPA) or an *independent* licensed public accountant (LPA) to advise the committee on maintenance of the region financial records and to perform the annual audit of the accounts of region headquarters for the preceding fiscal year, as required by this regulation. *Note: The region internal control monitor may also provide advice and training as to the maintenance of financial records.*

b. Notify NHQ CAP/FMA, in writing, of the auditor selected to perform the annual audit no later than 31 August annually. Include a copy of the selected auditor's last peer review report with the written notification. The auditor's last peer review report may be obtained from the auditor. If the auditor has no peer review report, the reasons why must be stated in a memo from the auditor and included with the notification.

c. Prepare, or have the region independent auditor prepare, an Internal Revenue Service (IRS) Tax Form 990 annually. *Note: The return must **not** be filed with the Internal Revenue Service.*

d. Ensure that the independent auditor uses the guidelines, set forth by the Corporation in its annual Audit Manual and Financial and Tax-Reporting Guide, in the preparation of audited financial statements, IRS Tax Forms 990 and other year-end reporting requirements engaged to complete. *Note: HQ CAP/FMA, upon notification of your auditor selection, will supply the auditor with a copy of the current guide.*

e. Maintain **an** adequate system of internal accounting controls over all region headquarters' funds in accordance with generally accepted accounting principles and practices.

f. Maintain region financial transactions, using the accounting software provided by National Headquarters, on an accrual basis.

g. Establish budgetary control over the financial affairs of the region headquarters. Prior to 30 September of each year, the finance committee will prepare a budget for the next fiscal year. The finance committee will review the budget quarterly.

h. Implement necessary inspection controls to ensure that the wing finance committees are complying with the contents of this regulation.

i. Approve in writing all expenditures of funds in excess of \$1,500 unless the expenditure is a recurring expense already approved.

j. Forward not later than 31 December of each year:

- 1) Draft of the annual audited financial statements and additional schedules.
- 2) Draft of IRS Form 990 Tax Return and all supporting schedules.
- 3) Draft of Schedule A (Form 990) and all supporting schedules.
- 4) Authorization to include CAP region in the group tax return filed by NHQ (form letter) (**attachment 1**).

*Note: Each of the above items will be forwarded to the responsible region internal control & assistance monitor (ICAM). See the current Audit Manual and Financial & Tax Reporting Guide for the ICAM responsible for your region's year-end reporting requirements.*

5) All audit requirements must have been submitted to and reviewed by the appropriate region ICAM, accepted by NHQ and in their final form (*finalized*) no later than 15 February each year as the Report to Congress must be submitted no later than 15 March each year.

k. Review the audit reports of the wing headquarters within the region and the consolidated finance reports for subordinate units within each wing.

**5. Duties of Wing Finance Committees.**

a. Engage the professional services of an independent certified public accountant or an independent licensed public accountant. The accountant will advise the committee on the maintenance of the wing financial records and will perform the annual audit of the accounts of wing headquarters for the preceding fiscal year. *Note: The region ICAM may also provide advice and training as to the maintenance of financial records.*

**b.** Notify NHQ CAP/FMA, in writing, of the auditor selected to perform the annual audit no later than 31 August annually. Include a copy of the selected auditor's last peer review report with the written notification. The auditor's last peer review report may be obtained from the auditor. If the auditor has no peer review report, the reasons why must be stated in a memo from the auditor and included with the notification.

**c.** Prepare, or have the wing independent auditor prepare, an Internal Revenue Service (IRS) Tax Form 990 annually. *Note: The return must **not** be filed with the Internal Revenue Service.*

**d.** Ensure that the independent auditor uses the guidelines, set forth by the Corporation in its annual Audit Manual and Financial and Tax-Reporting Guide, in the preparation of audited financial statements, IRS Tax Forms 990 and other year-end reporting requirements engaged to complete. *Note: HQ CAP/FMA, upon notification of your auditor selection, will supply the auditor with a copy of the current guide.*

**e.** Prepare a CAPF 173-2c, *Wing Consolidation of Financial Records for Units Below Wing Level*. The report must be accompanied by an inclusion/exclusion letter which lists all the subordinate units included in the CAPF 173-2c, (and therefore the IRS Tax Form 990 Group Return) as well as those units excluded from it. This report does not require compilation or review by a certified or licensed public accountant.

**f.** Maintain an adequate system of internal accounting control over all funds, including counterdrug, aircraft minor maintenance and state funds and donations. All counterdrug administrative funds are under the direct supervision of the wing counterdrug officer. However, the counterdrug officer (CDO) must work within the budget approved by the wing finance committee and answer to the wing commander for the proper use and accounting of the funds. *(Note: These are federal dollars subject to scrutiny at all times by the USAF or other federal agencies at any time.)*

**g.** Maintain wing financial transactions, using the accounting software provided by National Headquarters, on an accrual basis.

**h.** Maintain budgetary control over the financial affairs of the wing headquarters. Prior to 30 September of each year, the finance committee will prepare a budget for the next fiscal year. In addition, the CDO is to develop and submit, to the wing finance committee, an annual budget for counterdrug administrative funds. Once approved by the wing finance committee, the budget should be forwarded to the region counterdrug director. The budget will be reviewed quarterly.

**i.** Implement necessary inspection controls to ensure that the subordinate units within the wing command are administered in accordance with the requirements of CAPR 173-1.

**j.** Approve in writing all expenditures of funds in excess of \$1,000 unless the expense is a recurring expense already approved in the finance committee meetings minutes or other written documentation signed by all members present.

**k.** Maintain an internal audit capability. One member of the committee, other than the finance officer, will perform a quarterly audit of the wing financial records, to ensure compliance with the provisions of this regulation. The audit will consist of a review of documentation supporting the receipt and disbursement of funds. The member performing the audit will provide written documentation of accomplishment of the audit together with significant findings, if any, to the wing commander. Additionally, a copy of the audit, working papers and other pertinent documents must be sent to the responsible region ICAM. The auditor will use the audit checklist in **attachment 2** as a basis for the review.

**l.** Forward not later than 31 December of each year:

- 1) Draft of the annual audited financial statements and additional schedules.
- 2) Draft of the IRS Form 990 Tax Return and all supporting schedules.
- 3) Draft of schedule A (Form 990) and all supporting schedules.
- 4) Draft of CAPF 173-2c.
- 5) Form listing all units below wing level included in or excluded (**attachment 3**) from the CAPF 173-2c.
- 6) Authorization to include CAP wing in the group tax return filed by NHQ (form letter) (**attachment 4**).

*Note: Each of the above items will be forwarded to the responsible region internal control & assistance monitor (ICAM). See the current Audit Manual and Financial & Tax Reporting Guide for the ICAM responsible for your region's year-end reporting requirements.*

**7)** All audit requirements must have been submitted to and reviewed by the appropriate region ICAM, accepted by NHQ and in their final form (*finalized*) no later than 15 February each year as the Report to Congress must be submitted no later than 15 March each year.

**m.** Forward, to HQ CAP-USAF/JA, an annual report of state appropriations received by the wing. This report, RCS No. CAP-Y2 should arrive at National Headquarters prior to 1 November each year.

**6. Fund Raising.** The wing finance officer is responsible for ensuring accurate accounting and control of monies raised under fund-raising programs. Specific details for authorization and types of fund raising authorized are covered in CAPR 173-4, *Fund-Raising/Donations*.

a. Prior approval in writing must be obtained from NHQ CAP/PA for any proposed fund-raising plan that provides for a professional fund-raiser and/or for the payment of a percentage or commission of the funds raised to any person or organization.

b. CAP units will not engage in business for pecuniary profit or gain to any of the individual members or relatives thereof. Any and all funds derived from approved fund-raising activities must be devoted to the objectives and purposes of the CAP.

**7. Accrual Basis of Accounting.** The accrual basis is a method of accounting whereby recognition is given to revenues and expenses, to the fullest extent possible, in the period to which they relate.

a. Each wing and region will maintain a general ledger, corresponding journals of original entry, and related subsidiary ledgers on the accrual basis in accordance with the account numbers and classification as shown in **attachment 5** (Additionally, the region ICAM responsible for your region/wing may assist you with the use and maintenance of the system.)

b. It will not be permissible to establish any other account classification without the written approval of HQ CAP/FM. This standardization is necessary in order that consolidated reports can be prepared on a national level. It will be permissible to have related sub-accounts under a particular account classification; however, all reports will follow the account classifications as shown in **attachments 5 and 6**.

c. Revenue advanced from National Headquarters for counterdrug administrative fees (the 15% admin fees) is paid from federal appropriations and must be tracked separately. A separate revenue account (3239 6 - -) has been established for that purpose. In addition, a class structure must be set up, within the accounting software, whereby expenditures of the counterdrug administrative funds can be easily identified and tracked in the accounting system.

**8. Accounting Software.** All regions and wings of CAP are required to maintain the details of their financial transactions by using the accounting software provided by National Headquarters. This is in an effort to standardize the accounting system, software and reports throughout CAP's field-level units in accordance with the requirements of the Cooperative Agreement and Statement of Work between the CAP and the United States Air Force.

**9. Records Maintenance.** All journals, ledgers, bank reconciliations, cancelled checks, and books of original entry will be retained by the wing and region for a period of 6 years after the close of the fiscal year to which they apply. They may then be destroyed (see CAPR 10-2, *Files Maintenance and Records Disposition*).

#### **10. Accounting Procedures and Controls.**

a. A petty cash fund of not more than \$100 may be established by each region/wing.

b. All expenditures, except petty cash purchases, will be made by pre-numbered checks, electronic funds transfer (EFT) or by third party payment services (i.e., on-line banking, etc.).

##### **1) Checks**

a) including those unused and voided will be accounted for;

b) will not be pre-signed;

c) over \$500, must bear the signatures of two persons, one of which must be that of the finance officer or assistant finance officer (the two signers will not be members of the same family);

d) will not be made payable to "cash"; and

e) signers are never to write checks to reimburse themselves.

2) All EFT payments, over \$500, must be approved in writing, prior to transmission, by at least two members of the Finance Committee.

3) All payments, over \$500, made through a third party payment service must be approved in writing, prior to release, by at least two members of the Finance Committee.

c. All region/wing funds will be deposited in the name of the CAP unit. Duplicate deposit slips will be retained for all deposits. Funds should be deposited daily, if possible.

d. Regions/wings are allowed up to five separate bank accounts, consisting of, as a minimum, a separate account for (1) general purpose funds, (2) aircraft minor maintenance funds, (3) cadet encampment funds, (4) state funds and (5) an additional account of the region's/wing's choosing. CAP units will maintain checking accounts, saving accounts, and certificates of deposit only with banks, savings and loans, and credit unions that are federally insured (FDIC, FSLIC, or NCUA) for \$100,000. All funds so invested must be readily available without loss of principal. Any time a CAP unit accrues more than \$100,000 in cash assets, the excess amounts will be deposited in a second account to be established with a different banking institution. Regions and wings must request waivers to deviate from these policies, in writing, and submit them to NHQ CAP/FM for coordination and approval. Wings must send a copy of all waiver approvals received from NHQ CAP/FM to the region commander. All bank accounts must be reconciled on a monthly basis.

**11. Checking Accounts.** CAP regions and wings are authorized and encouraged to use interest earning checking accounts. Some financial institutions, such as credit unions, may grant a nonprofit entity such as CAP free check writing privileges and/or no monthly service charges, in addition to paying interest on account balances. Unless granted a waiver by NhQ CAP/FM, the National Headquarters EIN (75-6037853) will be used to establish and maintain all bank and investment accounts. Audit requirements and procedures apply uniformly on all CAP checking and savings accounts.

Attachments

1. Region Authorization Letter
2. Audit Checklist
3. Wing Inclusion/Exclusion Letter
4. Wing Authorization Letter
5. Chart of Accounts
6. Chart of Accounts Description

SUMMARY OF CHANGES

This revision adds new requirements and procedures for year-end reporting and the tracking of aircraft minor maintenance and counterdrug administrative funds. It also changes requirements for processing payments for region and wing expenses and includes a revision to the audit checklist. State director/deputy state director, CAP-USAF liaison office (LO) titles replace wing liaison officer/noncommissioned officer titles.

**CIVIL AIR PATROL  
AUTHORIZATION TO INCLUDE CAP REGION  
IN GROUP TAX RETURN  
FOR THE PERIOD ENDED 30 September XXXX**

Region: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_

Year Ending: \_\_\_\_\_

The above referenced region headquarters hereby authorizes the National Headquarters of Civil Air Patrol, Inc. to include it in the FYXX group return (Form 990) filed for affiliates of Civil Air Patrol, Inc. In accordance with Reg. 1.6033-2(d)(2)(i), the region *Form 990, Schedule A (Form 990)*, and all *supporting schedules* are attached to and made a part of this authorization.

I, \_\_\_\_\_, the undersigned commander of \_\_\_\_\_  
Region, hereby declare under penalties of perjury that this authorization (including any accompanying forms and schedules) has been examined by me and to the best of my knowledge and belief is true, correct, and complete and made in good faith.

\_\_\_\_\_  
Signature: Region Commander

Date: \_\_\_\_\_

**Note: Please return this completed form, with the Form 990, Schedule A (Form 990), and all supporting schedules, not later than 31 December XXXX to:**

Region Internal Control & Assistance Monitor (ICAM)

(See current corporate Audit Manual & Financial & Tax Reporting Guide to determine ICAM responsible for your unit.)

**AUDIT CHECKLIST**

Auditors for Civil Air Patrol wings/regions should:

- ☐ 1. Verify that each check, over \$500, has two signatures, that the signers are not members of the same family and that check signers have written no checks to themselves.
- ☐ 2. Verify that no checks are pre-signed.
- ☐ 3. Verify that all cash listed in account 1015 is also shown on the bank statement as being deposited. Deposit in transit in one month should show on the bank statement the following month.
- ☐ 4. Sample paid checks verify that supporting invoices bear original signatures and that invoice and check amounts are equal.
- ☐ 5. If wing or region uses a voucher payable system, sample these. Verify that vouchers and check amounts are equal.
- ☐ 6. All checks should be pre-numbered and consecutively numbered. File voided or canceled checks in order in bank statement. File stop payment letters in bank statement.
- ☐ 7. Bank statement, checkbook, savings account statement, and certificate of deposits must be reconciled each month.
- ☐ 8. All cash receipts must be in duplicate.
- ☐ 9. Verify that each savings account or certificate of deposit requires two signatures to open accounts and make withdrawals.
- ☐ 10. Verify that all counterdrug administrative funds and aircraft major and minor maintenance funds are properly tracked.
- ☐ 11. Verify that revenue received for counter drug administration is coded to the proper account.
- ☐ 12. Verify that all administrative expenditures for counter drug missions are tracked in sub-accounts.

**UNITS BELOW WING LEVEL INCLUDED IN OR EX CLUDED FROM THE GROUP RETURN  
FOR THE PERIOD ENDED 30 September XXXX**

Wing: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_

Year Ending: \_\_\_\_\_

A total of \_\_\_\_\_ units below wing level are included in this CAP Form 173-2c and therefore, in the group return (Form 990). The units below wing level included in this group return are:

<u>Unit Name</u>	<u>Address</u>	<u>Fed. ID No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following units below wing level (totaling \_\_\_\_\_) are not included in the group return.

<u>Unit Name</u>	<u>Address</u>	<u>Fed. ID No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Note: Please return this completed form, with the CAP Form 173-2c, Form 990, Schedule A (Form 990), supporting schedules, and form letter authorizing wing and subordinate units inclusion in group return, not later than 31 December XXXX to:**

**Region Internal Control & Assistance Monitor (ICAM)**

(See current corporate Audit Manual & Financial & Tax Reporting Guide to determine ICAM responsible for your unit.)



**CIVIL AIR PATROL**  
**AUTHORIZATION TO INCLUDE CAP WING AND SUBORDINATE UNITS OF THE WING**  
**IN GROUP TAX RETURN**  
**FOR THE PERIOD ENDED 30 September XXXX**

Wing: \_\_\_\_\_

Federal ID No.: \_\_\_\_\_

Year Ending: \_\_\_\_\_

The above referenced wing headquarters hereby authorizes the National Headquarters of Civil Air Patrol, to include it, and all subordinate units below it, in the FYXX group return (Form 990) filed for affiliates of Civil Air Patrol. In accordance with Reg. 1.6033-2(d)(2)(i), the following forms and schedules are attached to and made a part of this authorization.

1. Form 990 and all supporting schedules
2. Schedule A (Form 990) and all supporting schedules
3. CAP Form 173-2c
4. Form listing all units below wing included in or excluded from the group return

I, \_\_\_\_\_, the undersigned commander of \_\_\_\_\_ Wing, hereby declare under penalties of perjury that this authorization (including any accompanying forms and schedules) has been examined by me and to the best of my knowledge and belief is true, correct, and complete and made in good faith.

\_\_\_\_\_  
Signature: Wing Commander

Date: \_\_\_\_\_

**Note: Please return this completed form, with the Form 990, Schedule A (Form 990), and all supporting schedules, not later than 31 December XXXX to:**

**Region Internal Control & Assistance Monitor (ICAM)**

(See current corporate Audit Manual & Financial & Tax Reporting Guide to determine ICAM responsible for your unit.)

**CAP REGIONS AND WINGS – CHART OF ACCOUNTS**

<b>ACCOUNT NO.</b>			<b>ACCOUNT</b>
<b><u>ASSETS</u></b>			
1000	0	--	PETTY CASH
1015	0	--	CASH IN BANK - CHECKING
1200	0	--	ACCOUNTS RECEIVABLE
1201	6	--	ACCOUNTS RECEIVABLE - NATL. HQ
1208	0	--	GRANTS RECEIVABLE - STATE & OTHER
1210	0	--	GRANTS RECEIVABLE - USAF OTHER REIMB
1216	0	--	PROMISES TO GIVE RECEIVABLE
1217	0	--	DISCOUNT ON PROMISES TO GIVE
1218	0	--	ALLOWANCE FOR DOUBTFUL ACCOUNTS
1220	6	--	ACCOUNTS RECEIVABLE - REGIONS & WINGS
1232	6	--	ACCOUNTS RECEIVABLE - UNITS BELOW
1235	0	--	ACCOUNTS RECEIVABLE - BAD CHECKS
1400	0	--	PREPAID EXPENSE
1401	6	--	PREPAID EXPENSE - NATL. HQ
1402	6	--	PREPAID EXPENSE - REGIONS & WINGS
1403	6	--	PREPAID EXPENSE - UNITS BELOW
1500	0	--	INVENTORIES FOR SALE OR USE
1700	0	--	SAVINGS AND TEMPORARY CASH INVESTMENTS
1701	0	--	INVESTMENT - SECURITIES
1750	0	--	INVESTMENT VALUATION ALLOWANCE
1755	0	--	INVESTMENT MARKET VALUATION ALLOWANCE
1800	0	--	LAND
1801	0	--	BUILDING & IMPROVEMENTS
1802	0	--	AIRCRAFT IMPROVEMENTS
1803	0	--	COMPUTERS
1804	0	--	VEHICLES
1808	0	--	OTHER EQUIPMENT
1809	0	--	OFFICE FURNITURE & FIXTURES
1810	0	--	CAPITAL LEASES
1811	0	--	COMMUNICATION EQUIPMENT
1815	0	--	ACCUM DEPR - BUILDING & IMPROVEMENTS
1816	0	--	ACCUM DEPR - AIRCRAFT IMPROVEMENTS
1817	0	--	ACCUM DEPR - COMPUTERS
1818	0	--	ACCUM DEPR - VEHICLES
1822	0	--	ACCUM DEPR - OTHER EQUIPMENT
1823	0	--	ACCUM DEPR - OFFICE FURNITURE & FIXTURES
1824	0	--	ACCUM DEPR - CAPITAL LEASES
1825	0	--	ACCUM DEPR - COMMUNICATION EQUIPMENT
1900	0	--	OTHER ASSETS

**LIABILITIES**

2000	0	--	ACCOUNTS PAYABLE - VENDORS
2035	6	--	ACCOUNTS PAYABLE - NATL. HQ
2040	6	--	ACCOUNTS PAYABLE - REGIONS & WINGS
2045	6	--	ACCOUNTS PAYABLE - UNITS BELOW
2110	0	--	MORTGAGES & NOTES PAYABLE - CURRENT
2120	0	--	OBLIGATIONS UNDER CAPITAL LEASES - CURRENT
2135	0	--	MORTGAGES & NOTES PAYABLE - LONG-TERM
2140	0	--	OBLIGATIONS UNDER CAPITAL LEASES - LONG-TERM
2145	6	--	NOTES PAYABLE - NATL. HQ
2200	0	--	TAXES ACCRUED & WITHHELD
2290	0	--	OTHER PAYROLL DEDUCTIONS WITHHELD
2300	0	--	ACCRUED EXPENSES
2305	0	--	ACCRUED PAYROLL & LEAVE
2500	0	--	DEFERRED REVENUE & CREDITS
2501	6	--	DEFERRED REVENUE & CREDITS - NATL. HQ
2502	6	--	DEFERRED REVENUE & CREDITS - REGIONS & WINGS
2503	6	--	DEFERRED REVENUE & CREDITS - UNITS BELOW
2900	0	--	OTHER LIABILITIES

**NET ASSETS**

2990	0	--	NET ASSETS - UNRESTRICTED
2992	0	--	NET ASSETS - TEMPORARILY RESTRICTED
2994	0	--	NET ASSETS - PERMANENTLY RESTRICTED
2995	0	--	UNREALIZED GAIN/LOSS - L-T INVEST - UNRESTRICTED

**REVENUE**

3000	9	--	MEMBERSHIP DUES
3110	9	--	CONTRIBUTIONS - UNRESTRICTED
3118	0	--	CONTRIBUTIONS - RESTRICTED
3118	1	--	CONTRIBUTIONS - RESTRICTED - EMER SRVC
3118	2	--	CONTRIBUTIONS - RESTRICTED - AEROSPACE ED
3118	3	--	CONTRIBUTIONS - RESTRICTED - CADET PRGM
3118	9	--	CONTRIBUTIONS - RESTRICTED - OTHER
3125	9	--	CONTRIBUTED FACILITIES AND UTILITIES - UNRESTRICTED
3126	9	--	CONTRIBUTED FACILITIES AND UTILITIES - RESTRICTED
3130	9	--	CONTRIBUTED MATERIALS & SUPL - UNRESTRICTED
3131	0	--	CONTRIBUTED MAT & SUPL - RESTRICTED
3131	1	--	CONTRIBUTED MAT & SUPL - RESTRICTED - EM SRV
3131	2	--	CONTRIBUTED MAT & SUPL - RESTRICTED - AE
3131	3	--	CONTRIBUTED MAT & SUPL - RESTRICTED - CADET

3131	9	--	CONTRIBUTED MAT & SUPL - RESTRICTED - OTHER
3135	9	--	CONTRIBUTED FIXED ASSETS - UNRESTRICTED
3136	0	--	CONTRIBUTED FIXED ASSETS - RESTRICTED
3136	1	--	CONTRIBUTED FIXED ASSETS - RESTRICTED - EM SRV
3136	2	--	CONTRIBUTED FIXED ASSETS - RESTRICTED - AE
3136	3	--	CONTRIBUTED FIXED ASSETS - RESTRICTED - CADET
3136	9	--	CONTRIBUTED FIXED ASSETS - RESTRICTED - OTHER
3140	9	--	CONTRIBUTED SERVICES
3190	9	--	GOV'T CONTRIBUTIONS - UNRESTRICTED
3195	0	--	GOV'T CONTRIBUTIONS - RESTRICTED
3195	1	--	GOV'T CONTRIBUTIONS - RESTRICTED - EMER SRVC
3195	2	--	GOV'T CONTRIBUTIONS - RESTRICTED - AE
3195	3	--	GOV'T CONTRIBUTIONS - RESTRICTED - CADET PRGM
3195	9	--	GOV'T CONTRIBUTIONS - RESTRICTED - OTHER
3200	0	--	GOV'T APPROPRIATIONS - PROGRAM
3205	9	--	GOV'T APPROPRIATIONS -GENERAL
3210	0	--	GOV'T APPROPRIATIONS -NON-CASH - PROGRAM
3215	9	--	GOV'T APPROPRIATIONS - NON-CASH - GENERAL
3225	6	--	FROM NATL. HQ - MISSION - COUNTERDRUG
3226	6	--	FROM NATL. HQ - MISSION - SAR/DR ACTUAL
3227	6	--	FROM NATL. HQ - MISSION - SAR/DR TRAINING
3228	6	--	FROM NATL. HQ - A/C & VEHICLE MX
3229	6	--	FROM NATL. HQ - SENIOR ACTIVITIES
3230	6	--	FROM NATL. HQ - CADET ACTIVITIES
3231	6	--	FROM NATL. HQ - AEROSPACE ED
3233	6	--	FROM NATL. HQ - HSIP & VSIP CLAIMS
3234	6	--	FROM NATL. HQ - OPERATING FDS
3235	6	--	FROM NATL. HQ - A/C RENTAL
3236	6	--	FROM NATL. HQ - IN KIND MATERIALS & SUPPLIES
3237	6	--	FROM NATL. HQ - IN KIND FIXED ASSETS
3238	6	--	FROM NATL. HQ - OTHER
3239	6	--	FROM NATL. HQ - COUNTERDRUG ADMIN
3280	6	--	FROM REGIONS & WINGS

3290	6	--	FROM CAP UNITS BELOW - A/C INSURANCE
3291	6	--	FROM CAP UNITS BELOW - VEH INSURANCE
3292	6	--	FROM CAP UNITS BELOW - OTHER
3400	0	--	SENIOR ACTIVITIES
3400	2	--	SENIOR ACTIVITIES - AEROSPACE ED
3400	9	--	SENIOR ACTIVITIES - GENERAL
3425	3	--	CADET ACTIVITIES
3450	1	--	FLIGHT ACTIVITIES
3475	1	--	MISSION INCOME - OTHER
3500	9	--	INVESTMENT INCOME -SAVINGS & TEMP INVEST
3501	9	--	INVESTMENT INCOME -SECURITIES
3503	9	--	GAIN/LOSS ON DISPOSITION OF INVESTMENTS
3504	9	--	INVESTMENT MARKET GAIN/LOSS
3810	9	--	OTHER INCOME
4000	9	--	MATERIAL & SUPPLIES SALES
4600	7	--	FUNDRAISING/SPECIAL EVENTS & ACT
4900	9	--	GAIN/LOSS ON DISPOSITION OF FIXED ASSETS
4920	9	--	SALVAGE PROCEEDS
4960	9	--	UNRELATED BUSINESS INCOME

**EXPENSES**

5000	3	--	GRANTS AND ALLOCATIONS
5100	9	--	SALARIES
5315	9	--	WORKERS COMP INSURANCE
5400	9	--	PAYROLL TAXES
5500	7	--	FUNDRAISING FEES
5505	7	--	FUNDRAISING - DIRECT BENEFITS TO DONORS
5550	9	--	ANNUAL AUDIT
5555	9	--	OTHER ACCOUNTING SERVICES
5575	9	--	LEGAL SERVICES
5600	0	--	OFFICE SUPPLIES
5600	7	--	OFFICE SUPPLIES - FUNDRAISING
5600	8	--	OFFICE SUPPLIES - MARKETING
5600	9	--	OFFICE SUPPLIES - GENERAL
5630	0	--	MATERIALS & SUPPLIES
5630	1	--	MATERIALS & SUPPLIES - EMER SVCS

5630	2	--	MATERIALS & SUPPLIES - AEROSPACE ED
5630	3	--	MATERIALS & SUPPLIES - CADET PRGM
5630	8	--	MATERIALS & SUPPLIES - MARKETING
5630	9	--	MATERIALS & SUPPLIES - GENERAL
5635	9	--	MATERIALS & SUPPLIES - COST OF SALES
5700	0	--	TELEPHONE
5700	1	--	TELEPHONE - EMER SRVC
5700	7	--	TELEPHONE - FUNDRAISING
5700	8	--	TELEPHONE - MARKETING
5700	9	--	TELEPHONE - GENERAL
5800	0	--	POSTAGE AND SHIPPING
5800	7	--	POSTAGE AND SHIPPING - FUNDRAISING
5800	8	--	POSTAGE AND SHIPPING - MARKETING
5800	9	--	POSTAGE AND SHIPPING - GENERAL
5920	0	--	FACILITY EXPENSES
5920	1	--	FACILITY EXPENSES - EMER SVCS
5920	2	--	FACILITY EXPENSES - AEROSPACE ED
5920	3	--	FACILITY EXPENSES - CADET PRGM
5920	9	--	FACILITY EXPENSES - GENERAL
6005	0	--	AIRCRAFT O & M
6005	1	--	AIRCRAFT O & M - EMER SVCS
6005	3	--	AIRCRAFT O & M - CADET PRGM
6005	9	--	AIRCRAFT O & M - GENERAL
6040	0	--	VEHICLE O & M
6040	1	--	VEHICLE O & M - EMER SVCS
6040	2	--	VEHICLE O & M - AEROSPACE ED
6040	3	--	VEHICLE O & M - CADET PRGM
6040	9	--	VEHICLE O & M - GENERAL
6055	1	--	COMMUNICATION O & M
6060	0	--	OTHER EQUIP O & M
6060	1	--	OTHER EQUIP O & M - EMER SRVC
6060	2	--	OTHER EQUIP O & M - AEROSPACE ED
6060	3	--	OTHER EQUIP O & M - CADET PRGM
6060	9	--	OTHER EQUIP O & M - GENERAL

6110	0	--	PRINTING AND PUBLICATIONS
6110	7	--	PRINTING AND PUBLICATIONS - FUNDRAISING
6110	8	--	PRINTING AND PUBLICATIONS - MARKETING
6110	9	--	PRINTING AND PUBLICATIONS - GENERAL
6200	0	--	TRAVEL
6200	1	--	TRAVEL - EMER SVCS
6200	2	--	TRAVEL - AEROSPACE ED
6200	3	--	TRAVEL - CADET PRGM
6200	8	--	TRAVEL - MARKETING
6200	9	--	TRAVEL - GENERAL
6350	0	--	CONFERENCES & MEETINGS
6350	2	--	CONFERENCES & MEETINGS - AEROSPACE ED
6350	3	--	CONFERENCES & MEETINGS - CADET PRGM
6350	9	--	CONFERENCES & MEETINGS - GENERAL
6410	9	--	INTEREST EXPENSE
6500	0	--	DEPRECIATION - BLD & IMPV
6500	1	--	DEPRECIATION - BLD & IMPV - EMER SRVC
6500	2	--	DEPRECIATION - BLD & IMPV - AEROSP ED
6500	3	--	DEPRECIATION - BLD & IMPV - CADET PRGM
6500	9	--	DEPRECIATION - BLD & IMPV - GENERAL
6505	0	--	DEPRECIATION - A/C IMPR
6505	1	--	DEPRECIATION - A/C IMPR - EMER SRVC
6505	3	--	DEPRECIATION - A/C IMPR - CADET PRGM
6510	9	--	DEPRECIATION - COMPUTERS
6515	0	--	DEPRECIATION - VEHICLE
6515	1	--	DEPRECIATION - VEHICLE - EMER SRVC
6515	2	--	DEPRECIATION - VEHICLE - AEROSP ED
6515	3	--	DEPRECIATION - VEHICLE - CADET PRGM
6515	9	--	DEPRECIATION - VEHICLE - GENERAL
6525	0	--	DEPRECIATION - OTHER EQ
6525	1	--	DEPRECIATION - OTHER EQ - EMER SRVC
6525	2	--	DEPRECIATION - OTHER EQ - AEROSP PRGM
6525	3	--	DEPRECIATION - OTHER EQ - CADET PRGM
6525	9	--	DEPRECIATION - OTHER EQ - GENERAL

6530	0	--	DEPRECIATION - OFFICE F & F
6530	7	--	DEPRECIATION - OFFICE F & F - FDRAISING
6530	8	--	DEPRECIATION - OFFICE F & F - MRKT
6530	9	--	DEPRECIATION - OFFICE F & F - GENERAL
6535	0	--	DEPRECIATION - CAPITAL LEASES
6535	1	--	DEPRECIATION - CAPITAL LEASES - EMER SRVC
6535	2	--	DEPRECIATION - CAPITAL LEASES - AEROSP ED
6535	3	--	DEPRECIATION - CAPITAL LEASES - CADET PRGM
6535	9	--	DEPRECIATION - CAPITAL LEASES - GENERAL
6540	1	--	DEPRECIATION - COMMUNICATION EQUIP
6760	3	--	CADET ACTIVITIES
6770	2	--	SENIOR ACTIVITIES
6800	1	--	MISSION EXP. - COUNTERDRUG
6810	1	--	MISSION EXP. - SAR/DR ACTUAL
6815	1	--	MISSION EXP. - SAR/DR TRNG
6825	1	--	MISSION EXP. - OTHER
6950	9	--	INSURANCE - VENDORS
7300	0	--	AWARDS
7300	2	--	AWARDS - AEROSPACE ED
7300	3	--	AWARDS - CADET PRGM
7300	9	--	AWARDS - GENERAL
7400	6	--	EXPENSE WITH NATL. HQ - MAT & SUPL - BOOKSTR
7401	6	--	EXPENSE WITH NATL. HQ - MAT & SUPL - DEPOT
7402	6	--	EXPENSE WITH NATL. HQ - AIRCRAFT INSURANCE
7403	6	--	EXPENSE WITH NATL. HQ - VEHICLE INSURANCE
7404	6	--	EXPENSE WITH NATL. HQ - OTHER
7420	6	--	EXPENDITURE WITH REGIONS & WINGS
7430	6	--	EXPENDITURE WITH CAP UNITS BELOW
7440	9	--	BAD DEBT EXPENSE
7445	8	--	PUBLIC RELATIONS & PUBLICITY
7450	9	--	TAXES - OTHER
7490	0	--	MISCELLANEOUS
7490	7	--	MISCELLANEOUS - FUNDRAISING
7490	8	--	MISCELLANEOUS - MARKETING



7490	9	--	MISCELLANEOUS - GENERAL
9910	9	--	LOBBYING EXPENSE
9960	9	--	UNRELATED BUSINESS INCOME EXPENSES

Revised 4/1/99

## CAP REGIONS AND WINGS –CHART OF ACCOUNTS DESCRIPTIONS

## ACCOUNT NO. ACCOUNT

**ASSETS**

1000 0 - -	<b>PETTY CASH:</b> A cash fund of not more than \$50.00 issued to the petty cash custodian. Replenishment of this account will be made periodically and on 30 September of each year. Postings will be made to appropriate expense accounts at time of replenishment. Reimbursement checks are made payable to the petty cash custodian.
1015 0 - -	<b>CASH IN BANK - CHECKING:</b> All cash receipts and disbursement transactions that occur during the accounting cycle are posted to this account. Balance of this account represents the amount of cash available for future expenditures and must be reconciled with the bank statement on a monthly basis. This account includes both interest bearing and non-interest bearing checking accounts. Interest income should be classified to Account No. 3500 9 - -, Investment Income - Savings & Temp Invest.
1200 0 - -	<b>ACCOUNTS RECEIVABLE:</b> The balance in this account represents amounts due from members, other individuals, organizations, and other debtors. Do not include amounts due for grants, promises to give, bad checks, and from other CAP entities. Any amount of this account that is determined to be uncollectable during the year should be written off as uncollectable with a contra entry to Account No. 1218 0 - -, Allowance for Doubtful Accounts. Write-off of uncollectable accounts receivable must be approved by the region or wing finance committee.
1201 6 - -	<b>ACCOUNTS RECEIVABLE - NATL. HQ:</b> The balance represents all amounts due from CAP National Headquarters for mission activity, major maintenance, senior and cadet activity, aerospace education activity, HSIP and VSIP claims, and other claims against National HQ.
1208 0 - -	<b>GRANTS RECEIVABLE - STATE &amp; OTHER:</b> This is the amount of grants or appropriations due from all governmental entities, except the USAF.
1210 0 - -	<b>GRANTS RECEIVABLE - USAF OTHER REIMB:</b> This balance is the amount of grants or appropriations due from the USAF for reimbursable expenses.
1216 0 - -	<b>PROMISES TO GIVE RECEIVABLE:</b> The balance represents unconditional promises to give to CAP. There must be sufficient evidence in the form of verifiable documentation that a promise was made and received. Any amount of this account that is determined to be uncollectable during the year should be written off as uncollectable with a contra entry to Account No. 1218 0 —, Allowance for Doubtful Accounts. Write-off of uncollectable promises to give must be approved by the wing/region finance committee.
1217 0 - -	<b>DISCOUNT ON PROMISES TO GIVE:</b> This is a contra account used to adjust promises to give, that are expected to be collected, to the present value of their estimated future cash flows. The discounts on those amounts are computed using risk-free interest rates applicable to the years the promises are received. Amortization of the discounts is included in contribution revenue.
1218 0 - -	<b>ALLOWANCE FOR DOUBTFUL ACCOUNTS:</b> This is a contra account in which the balance represents the amount of accounts, grants and promises to give <i>estimated</i> to become uncollectable in the future. The estimated allowance is established and adjusted with an entry to Account No. 7440 9 —, Bad Debt Expense. When an account receivable, grant receivable or promise to give is deemed to be uncollectable, it is written off against the allowance account.
1220 6 - -	<b>ACCOUNTS RECEIVABLE - REGIONS &amp; WINGS:</b> The balance represents the amount due from other CAP regions and wings.

- 1232 6 - - **ACCOUNTS RECEIVABLE - UNITS BELOW:** The balance represents the amount due from all CAP units below wing level for insurance assessments and other claims.
- 1235 0 - - **ACCOUNTS RECEIVABLE - BAD CHECKS:** This is the balance for the amount of checks returned by the bank. Such uncollectable checks will be posted to this account pending further efforts to collect. At year end, this account will be reduced by the amount of checks written-off as uncollectable, with entry to Account No. 1218 0 —, Allowance for Doubtful Accounts.
- 1400 0 - - **PREPAID EXPENSE:** Amount paid in advance to vendors and others (except for CAP entities) for insurance, maintenance contracts, and other consumable services. Prepaid expenses for services will be prorated over the period of the contract or benefit.
- 1401 6 - - **PREPAID EXPENSE - NATL. HQ:** Amount paid in advance to CAP National Headquarters for insurance assessments and other services or benefits to be received in the future. The prepaid expense is to be amortized over the period the benefit or service is received.
- 1402 6 - - **PREPAID EXPENSE - REGIONS & WINGS:** Amount paid in advance to other CAP regions and wings for services or benefits to be received in the future. The prepaid expense is to be amortized over the period the service or benefit is received.
- 1403 6 - - **PREPAID EXPENSE - UNITS BELOW:** Amount paid in advance to CAP units below wing level for services or benefits to be received in the future. The prepaid expense is to be amortized over the period the service or benefit is received.
- 1500 0 - - **INVENTORIES FOR SALE OR USE:** This represents the amount of materials, goods, and supplies purchased or donated to the region or wing and held for future sale or use. Purchased inventory should be recorded at cost. Donated inventory should be recorded at fair value.
- 1700 0 - - **SAVINGS AND TEMPORARY CASH INVESTMENTS:** This account represents the total of savings and temporary cash investments, such as money market funds, commercial paper, certificates of deposit, and government obligations that mature in less than 1 year. Income from these investments should be classified to Account No. 3500 9 —, Investment Income - Savings & Temp Invest. Interest bearing *checking accounts* should be presented as Account No. 1015 0 —, Cash in Bank - Checking.
- 1701 0 - - **INVESTMENT - SECURITIES:** This represents the acquisition value or amortized value of securities held as investments. Purchased investments should be recorded at cost, while donated investments should be recorded at fair value. Income from these investments should be classified to Account No. 3501 9 —, Investment Income - Securities.
- 1750 0 - - **INVESTMENT VALUATION ALLOWANCE:** Investments not accounted for under SFAS 124 are to be presented at the lower of cost or market. This account serves as a contra account to adjust for market fluctuations in investments. For short-term investments, the off-setting adjustment is to Account No. 3504 9 —, Investment Market Gain/Loss. For long-term investments, the off-setting adjustment is to Account No. 2995 0 — Unrealized Gain/Loss - L-T Invest - Unrestricted.
- 1755 0 - - **INVESTMENT MARKET VALUATION ALLOWANCE:** Investments to be accounted for under SFAS 124 are to be presented at fair market value. This account serves as a contra account to adjust for market fluctuations in those investments.
- 1800 0 - - **LAND:** This represents the acquisition cost (fair value if donated) of all land in use by the region or wing, plus the cost to place the land in service.
- 1801 0 - - **BUILDING & IMPROVEMENTS:** This represents acquisition cost (fair value if donated) of buildings, plus the cost to place the building in service. This also represents the cost of any additions or

improvements that increase the value or extend the useful life, excluding maintenance and repairs of a recurring nature. This also includes improvements of a permanent nature made on a leased building (leasehold improvements), excluding maintenance and repairs of a recurring nature.

- 1802 0 - - **AIRCRAFT IMPROVEMENTS:** The acquisition cost (fair value if donated) of reengining aircraft and of overhauls or betterments whose value extends beyond the current accounting period.
- 1803 0 - - **COMPUTERS:** This represents acquisition cost (fair value if donated) of computers and peripherals, plus related cost to place the computer in service. This includes cost such as CPUs, monitors, software, printers, scanners, and removable hard disks, but excludes maintenance and repairs of a recurring nature.
- 1804 0 - - **VEHICLES:** This represents acquisition cost (fair value if donated) of vehicles, plus related cost to place the vehicle in service. It also includes the cost of major expenditures that increase the value or extend the useful life, excluding expenses for normal operation and maintenance.
- 1808 0 - - **OTHER EQUIPMENT:** This represents acquisition cost (fair value if donated) of other equipment, plus related cost to place the equipment in service. It also includes the cost of major expenditures that increase the value or extend the useful life, excluding expenses for normal operation and maintenance.
- 1809 0 - - **OFFICE FURNITURE & FIXTURES:** This represents acquisition cost (fair value if donated) of office furniture and fixtures, plus related cost to place the items in service. It also includes the cost of major expenditures that increase the value or extend the useful life, excluding expenses for normal operation and maintenance.
- 1810 0 - - **CAPITAL LEASES:** This represents a lease recorded as an asset acquisition accompanied by a corresponding borrowing of funds by the lessee, under SFAS 13.
- 1811 0 - - **COMMUNICATION EQUIPMENT:** This represents acquisition cost (fair value if donated) of communication equipment, plus related cost to place the equipment in service. It also includes the cost of major expenditures that increase the value or extend the useful life, excluding expenses for normal operation and maintenance.
- 1815 0 - - **ACCUM DEPR - BUILDING & IMPROVEMENTS:** This is a contra account that represents the accumulation of depreciation expense recognized over the estimated useful lives of building and improvements. The related depreciation expense will be posted to Account No. 6500 series.
- 1816 0 - - **ACCUM DEPR - AIRCRAFT IMPROVEMENTS:** This is a contra account that represents the accumulation of depreciation expense recognized over the estimated useful lives of aircraft improvements. The related depreciation expense will be posted to Account No. 6505 series.
- 1817 0 - - **ACCUM DEPR - COMPUTERS:** This is a contra account that represents the accumulation of depreciation expense recognized over the estimated useful lives of computers. The related depreciation expense will be posted to Account No. 6510 9 —.
- 1818 0 - - **ACCUM DEPR - VEHICLES:** This is a contra account that represents the accumulation of depreciation expense recognized over the estimated useful lives of vehicles. The related depreciation expense will be posted to Account No. 6515 series.
- 1822 0 - - **ACCUM DEPR - OTHER EQUIPMENT:** This is a contra account that represents the accumulation of depreciation expense recognized over the estimated useful lives of other equipment. The related depreciation expense will be posted to Account No. 6525 series.

- 1823 0 - - **ACCUM DEPR - OFFICE FURNITURE & FIXTURES:** This is a contra account that represents the accumulation of depreciation expense recognized over the estimated useful lives of office furniture and fixtures. The related depreciation expense will be posted to Account No. 6530 series.
- 1824 0 - - **ACCUM DEPR - CAPITAL LEASES:** This is a contra account that represents the accumulation of depreciation expense recognized over the life of the underlying asset, or the life of the capital lease, as appropriate under SFAS 13. The related depreciation expense will be posted to Account No. 6535 series.
- 1825 0 - - **ACCUM DEPR - COMMUNICATION EQUIPMENT:** This is a contra account that represents the accumulation of depreciation expense recognized over the estimated useful lives of communication equipment. The related depreciation expense will be posted to Account No. 6540-1 —.
- 1900 0 - - **OTHER ASSETS:** This represents the balance of all other assets held by regions and wings for which there is not another account category.

### **LIABILITIES**

- 2000 0 - - **ACCOUNTS PAYABLE - VENDORS:** This represents the amounts due vendors and other organizations (except CAP entities) for goods and services received but not paid.
- 2035 6 - - **ACCOUNTS PAYABLE - NATL. HQ:** The balance represents the amount due CAP Bookstore, CAP Supply Depot, and National Headquarters for insurance assessments and other charges.
- 2040 6 - - **ACCOUNTS PAYABLE - REGIONS & WINGS:** The balance represents the amount due other CAP regions and wings.
- 2045 6 - - **ACCOUNTS PAYABLE - UNITS BELOW:** The balance represents the amount due CAP units below wing level.
- 2110 0 - - **MORTGAGES & NOTES PAYABLE - CURRENT:** The balance represents the amount of mortgages and other notes payable (other than to CAP National Headquarters) which are due in less than 1 year.
- 2120 0 - - **OBLIGATIONS UNDER CAPITAL LEASES - CURRENT:** Lease payments accounted for under SFAS 13 as an obligation incurred under a capital lease, which are due in less than 1 year.
- 2135 0 - - **MORTGAGES & NOTES PAYABLE - LONG-TERM:** The balance represents the amount of mortgages and other notes payable (other than to CAP National Headquarters) which are due in 1 year or more.
- 2140 0 - - **OBLIGATIONS UNDER CAPITAL LEASES - LONG-TERM:** Lease payments accounted for under SFAS 13 as an obligation incurred under a capital lease, which are due in 1 year or more.
- 2145 6 - - **NOTES PAYABLE - NATL. HQ:** The balance represents formal obligations with CAP National Headquarters.
- 2200 0 - - **TAXES ACCRUED & WITHHELD:** This represents the amount of federal and state payroll taxes withheld and accrued, and all other taxes due, pending further disbursement to respective tax authorities.
- 2290 0 - - **OTHER PAYROLL DEDUCTIONS WITHHELD:** This represents the balance for other payroll deductions withheld from employees' payroll checks until disbursement.

- 2300 0 - - **ACCRUED EXPENSES:** This represents the amount of other expenses incurred, but not yet paid, which are not classified to any other account category.
- 2305 0 - - **ACCRUED PAYROLL & LEAVE:** This represents the balance due for gross payroll and the accumulated leave time.
- 2500 0 - - **DEFERRED REVENUE & CREDITS:** This represents fees, sales, government grants accounted for as exchange contracts, and other amounts received in advance of providing the goods or services, or are designated for future periods by vendor agreement. This does not include amounts received in advance from CAP entities.
- 2501 6 - - **DEFERRED REVENUE & CREDITS - NATL. HQ:** This represents amounts received in advance from CAP National Headquarters for such events as senior and cadet activities, and other such activities.
- 2502 6 - - **DEFERRED REVENUE & CREDITS - REGIONS & WINGS:** This represents amounts received in advance from other CAP regions and wings.
- 2503 6 - - **DEFERRED REVENUE & CREDITS - UNITS BELOW:** This represents amounts received in advance from CAP units below wing level for insurance assessments and other.
- 2900 0 - - **OTHER LIABILITIES:** This represents the balance of all other liabilities (such as deposits received) which are not classified to any other category.

#### **NET ASSETS**

- 2990 0 - - **NET ASSETS - UNRESTRICTED:** The part of net assets that is neither permanently restricted nor temporarily restricted by donor-imposed stipulations.
- 2992 0 - - **NET ASSETS - TEMPORARILY RESTRICTED:** The part of net assets whose use is limited by donor-imposed stipulations that either expire by passage of time or by actions of the region or wing pursuant to those stipulations, or both.
- 2994 0 - - **NET ASSETS - PERMANENTLY RESTRICTED:** The part of net assets whose use is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled by actions of the region or wing.
- 2995 0 - - **UNREALIZED GAIN/LOSS - L-T INVEST - UNRESTRICTED:** This balance represents the net cumulative market fluctuations of long-term investments not accounted for under SFAS 124, whose recognized gain or loss has not been restricted by donor stipulation nor state law.

#### **REVENUE**

- 3000 9 - - **MEMBERSHIP DUES:** This includes the amount of dues received from members, including dues rebates received from CAP National Headquarters.
- 3110 9 - - **CONTRIBUTIONS - UNRESTRICTED:** This includes revenues or gains from contributions not subject to stipulations by the donors. Do not include government contributions or appropriations, in-kind donations, nor amounts received from CAP entities. Use other accounts provided below to classify these transactions.
- 3118 0 - - **CONTRIBUTIONS - RESTRICTED:** This is the lead account in this series (3118) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would "roll up" into this lead account.

- 3118 1 - - **CONTRIBUTIONS - RESTRICTED - EMER SRVC:** This includes donor revenues or gains restricted by the donor for use in the *emergency services program*. Do not include government contributions or appropriations, in-kind donations, nor amounts received from CAP entities. Use other accounts provided below to classify these transactions.
- 3118 2 - - **CONTRIBUTIONS - RESTRICTED - AEROSPACE ED:** This includes donor revenues or gains restricted by the donor for use in the *aerospace education program*. Do not include government contributions or appropriations, in-kind donations, nor amounts received from CAP entities. Use other accounts provided below to classify these transactions.
- 3118 3 - - **CONTRIBUTIONS - RESTRICTED - CADET PRGM:** This includes donor revenues or gains restricted by the donor for use in the *cadet program*. Do not include government contributions or appropriations, in-kind donations, nor amounts received from CAP entities. Use other accounts provided below to classify these transactions.
- 3118 9 - - **CONTRIBUTIONS - RESTRICTED - OTHER:** This includes donor revenues or gains restricted by the donor for purposes other than emergency services, aerospace education, or the cadet program, or restricted as to time. Do not include government contributions or appropriations, in-kind donations, nor amounts received from CAP entities. Use other accounts provided below to classify these transactions.
- 3125 9 - - **CONTRIBUTED FACILITIES AND UTILITIES - UNRESTRICTED:** This includes the fair value of in-kind donations for the use of facilities and utilities not subject to donor stipulations, including the use of facilities *contributed* by a governmental entity. Do not include use of government facilities provided as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions.
- 3126 9 - - **CONTRIBUTED FACILITIES AND UTILITIES - RESTRICTED:** This includes the fair value of in-kind donations for the use of facilities and utilities subject to donor stipulations, including the use of facilities *contributed* by a governmental entity. Do not include use of government facilities provided as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions.
- 3130 9 - - **CONTRIBUTED MATERIALS & SUPL - UNRESTRICTED:** This includes the fair value of in-kind donations of materials and supplies not subject to donor stipulations, including materials and supplies *contributed* by a governmental entity. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.
- 3131 0 - - **CONTRIBUTED MAT & SUPL - RESTRICTED:** This is the lead account in this series (3131) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 3131 1 - - **CONTRIBUTED MAT & SUPL - RESTRICTED - EM SRV:** This includes the fair value of in-kind donations of materials and supplies restricted by the donor for use in the *emergency services program*, including materials and supplies *contributed* by a governmental entity. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.
- 3131 2 - - **CONTRIBUTED MAT & SUPL - RESTRICTED - AE:** This includes the fair value of in-kind donations of materials and supplies restricted by the donor for use in the *aerospace education program*, including materials and supplies *contributed* by a governmental entity. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No.

3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.

- 3131 3 -- **CONTRIBUTED MAT & SUPL - RESTRICTED - CADET:** This includes the fair value of in-kind donations of materials and supplies restricted by the donor for use in the *cadet program*, including materials and supplies *contributed* by a governmental entity. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.
- 3131 9 -- **CONTRIBUTED MAT & SUPL - RESTRICTED - OTHER:** This includes the fair value of in-kind donations of materials and supplies, including materials and supplies *contributed* by a governmental entity, restricted by the donor for purposes other than emergency services, aerospace education, or the cadet program, or restricted as to time. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.
- 3135 9 -- **CONTRIBUTED FIXED ASSETS - UNRESTRICTED:** This includes the fair value of in-kind donations of fixed assets not subject to donor stipulations, including fixed assets *contributed* by a governmental entity. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.
- 3136 0 -- **CONTRIBUTED FIXED ASSETS - RESTRICTED:** This is the lead account in this series (3136) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 3136 1 -- **CONTRIBUTED FIXED ASSETS - RESTRICTED - EM SRV:** This includes the fair value of in-kind donations of fixed assets restricted by the donor for use in the *emergency services program*, including fixed assets *contributed* by a governmental entity. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.
- 3136 2 -- **CONTRIBUTED FIXED ASSETS - RESTRICTED - AE:** This includes the fair value of in-kind donations of fixed assets restricted by the donor for use in the *aerospace education program*, including fixed assets *contributed* by a governmental entity. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.
- 3136 3 -- **CONTRIBUTED FIXED ASSETS - RESTRICTED - CADET:** This includes the fair value of in-kind donations of fixed assets restricted by the donor for use in the *cadet program*, including fixed assets *contributed* by a governmental entity. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.
- 3136 9 -- **CONTRIBUTED FIXED ASSETS - RESTRICTED - OTHER:** This includes the fair value of in-kind donations of fixed assets, including fixed assets *contributed* by a governmental entity, restricted by the donor for purposes other than emergency services, aerospace education, or the cadet program, or restricted as to time. Do not include items received from government entities as part of an *exchange* transaction. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these



transactions. Also, do not include in-kind items received from CAP entities. Use other accounts provided below to classify these transactions.

- 3140 9 - - **CONTRIBUTED SERVICES:** This includes the fair value of donated services that either create or enhance nonfinancial assets, or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.
- 3190 9 - - **GOV'T CONTRIBUTIONS - UNRESTRICTED:** This includes grants and appropriations from governmental entities considered to be contributions (and not exchange transactions), that are not subject to stipulations by the donor. Do not include in-kind contributions, but use other accounts provided above to classify these transactions.
- 3195 0 - - **GOV'T CONTRIBUTIONS - RESTRICTED:** This is the lead account in this series (3195) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would "roll up" into this lead account.
- 3195 1 - - **GOV'T CONTRIBUTIONS - RESTRICTED - EMER SRVC:** This includes grants and appropriations from governmental entities considered to be contributions (and not exchange transactions), that are restricted by the donor for use in the *emergency services program*. Do not include in-kind contributions, but use other accounts provided above to classify these transactions.
- 3195 2 - - **GOV'T CONTRIBUTIONS - RESTRICTED - AE:** This includes grants and appropriations from governmental entities considered to be contributions (and not exchange transactions), that are restricted by the donor for use in the *aerospace education program*. Do not include in-kind contributions, but use other accounts provided above to classify these transactions.
- 3195 3 - - **GOV'T CONTRIBUTIONS - RESTRICTED - CADET PRGM:** This includes grants and appropriations from governmental entities considered to be contributions (and not exchange transactions), that are restricted by the donor for use in the *cadet program*. Do not include in-kind contributions, but use other accounts provided above to classify these transactions.
- 3195 9 - - **GOV'T CONTRIBUTIONS - RESTRICTED - OTHER:** This includes grants and appropriations from governmental entities considered to be contributions (and not exchange transactions), that are restricted by the donor for purposes other than emergency services, aerospace education, or the cadet program, or restricted as to time. Do not include in-kind contributions, but use other accounts provided above to classify these transactions.
- 3200 0 - - **GOV'T APPROPRIATIONS - PROGRAM:** This includes appropriations and grants received from governmental entities for *exchange* transactions that relate directly to program activities. This includes amounts received from local, state, or federal government agencies as reimbursement for search and rescue and disaster relief missions, tests, and other missions conducted by the region or wing. It also includes other appropriated funds of states or other political subdivisions for financial assistance to the region or wing that relates directly to program activities. Do not include non-cash transactions. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions.
- 3205 9 - - **GOV'T APPROPRIATIONS - GENERAL:** This includes appropriations and grants received from governmental entities for *exchange* transactions that do not relate directly to program activities. Do not include non-cash transactions. Use Account No. 3210 0 — and/or Account No. 3215 9 —, Gov't Appropriations - Non-Cash, to classify these transactions.
- 3210 0 - - **GOV'T APPROPRIATIONS - NON-CASH - PROGRAM:** This includes the fair value of appropriations and grants for program related *exchange* transactions that are paid directly by the governmental entity for the *benefit* of the region or wing.

- 3215 9 - - **GOV'T APPROPRIATIONS - NON-CASH - GENERAL:** This includes the fair value of appropriations and grants considered to be *exchange* transactions that are paid directly by the governmental entity for the *benefit* of the region or wing. These transactions do not directly relate to a program activity.
- 3225 6 - - **FROM NATL. HQ - MISSION - COUNTERDRUG:** This includes revenue from National Headquarters relating to reimbursements for counterdrug activities.
- 3226 6 - - **FROM NATL. HQ - MISSION - SAR/DR ACTUAL:** This includes revenue from National Headquarters relating to reimbursements for actual activities for search and rescue and disaster relief.
- 3227 6 - - **FROM NATL. HQ - MISSION - SAR/DR TRAINING:** This includes revenue from National Headquarters relating to reimbursements for training activities for search and rescue and disaster relief.
- 3228 6 - - **FROM NATL. HQ - A/C & VEHICLE MX:** This includes revenue from National Headquarters relating to reimbursements for aircraft and vehicle major maintenance.
- 3229 6 - - **FROM NATL. HQ - SENIOR ACTIVITIES:** This includes revenue from National Headquarters relating to senior activities.
- 3230 6 - - **FROM NATL. HQ - CADET ACTIVITIES:** This includes revenue from National Headquarters relating to cadet activities.
- 3231 6 - - **FROM NATL. HQ - AEROSPACE ED:** This includes revenue from National Headquarters relating to aerospace education activities.
- 3233 6 - - **FROM NATL. HQ - HSIP & VSIP CLAIMS:** This includes revenue from National Headquarters relating to claims submitted under the Hull Self Insurance and the Vehicle Self Insurance Programs.
- 3234 6 - - **FROM NATL. HQ - OPERATING FDS:** This includes revenue from National Headquarters relating to operating funds.
- 3235 6 - - **FROM NATL. HQ - A/C RENTAL:** This includes revenue from National Headquarters relating to aircraft rental.
- 3236 6 - - **FROM NATL. HQ - IN KIND MATERIALS & SUPPLIES:** This includes the fair value of in-kind (non-cash) materials and supplies received from National Headquarters, including the CAP Bookstore and CAP Supply Depot.
- 3237 6 - - **FROM NATL. HQ - IN KIND FIXED ASSETS:** This includes the fair value of in-kind (non-cash) fixed assets received from National Headquarters, including the CAP Bookstore and CAP Supply Depot.
- 3238 6 - - **FROM NATL. HQ - OTHER:** This includes revenue from National Headquarters relating to all other activities.
- 3280 6 - - **FROM REGIONS & WINGS:** This includes revenue from other regions and wings.
- 3290 6 - - **FROM CAP UNITS BELOW - A/C INSURANCE:** This includes revenue from CAP units below wing level relating to aircraft insurance assessments.
- 3291 6 - - **FROM CAP UNITS BELOW - VEH INSURANCE:** This includes revenue from CAP units below wing level relating to vehicle insurance assessments.

- 3292 6 - - **FROM CAP UNITS BELOW - OTHER:** This includes revenue from CAP units below wing level relating to all other activities.
- 3400 0 - - **SENIOR ACTIVITIES:** This is the lead account in this series (3400) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 3400 2 - - **SENIOR ACTIVITIES - AEROSPACE ED:** This includes revenue from senior members for aerospace education activities and projects. Do not include revenue from National Headquarters.
- 3400 9 - - **SENIOR ACTIVITIES - GENERAL:** This includes revenue from senior members for non-program activities and projects. Do not include revenue from National Headquarters.
- 3425 3 - - **CADET ACTIVITIES:** This includes revenue in connection with encampments, drill competition and all other cadet activities. Do not include revenue from National Headquarters.
- 3450 1 - - **FLIGHT ACTIVITIES:** This includes revenue for flight activities other than missions, including revenue from members for flight training.
- 3475 1 - - **MISSION INCOME - OTHER:** This includes other revenue for mission-related income which is not classified in another account.
- 3500 9 - - **INVESTMENT INCOME - SAVINGS & TEMP INVEST:** This includes interest income from checking accounts, savings and temporary cash investments classified in Account No. 1015 0 —, Cash in Bank - Checking, and Account No. 1700 0 —, Savings and Temporary Cash Investments.
- 3501 9 - - **INVESTMENT INCOME - SECURITIES:** This includes revenue from dividends and interest income from equity and debt securities classified in Account No. 1701 0 —, Investment - Securities. Do not include revenue from capital gains and losses. Classify these transactions in Account No. 3503 9 —, Gain/Loss on Disposition of Investments.
- 3503 9 - - **GAIN/LOSS ON DISPOSITION OF INVESTMENTS:** This includes all gains and losses on the disposition of investments included in Account No. 1701 0 —, Investment - Securities.
- 3504 9 - - **INVESTMENT MARKET GAIN/LOSS:** This includes the unrealized gain or loss necessary to adjust short-term investments to the lower of cost or market.
- 3810 9 - - **OTHER INCOME:** This includes revenue that does not fall into other revenue classifications.
- 4000 9 - - **MATERIAL & SUPPLIES SALES:** This includes revenue from the sales of educational and training materials, uniforms, and accessories to members.
- 4600 7 - - **FUND-RAISING/SPECIAL EVENTS & ACT:** This includes revenue from all special events and activities to raise funds. **Do not include any portion that can be considered a contribution.** All contributions should be classified in the appropriate account given above.
- 4900 9 - - **GAIN/LOSS ON DISPOSITION OF FIXED ASSETS:** This includes all gains and losses from the disposition of fixed assets.
- 4920 9 - - **SALVAGE PROCEEDS:** This includes revenue from the sale of region or wing DoD excess or region or wing owned surplus property. Sale of fixed assets must be accounted for as a gain or loss and classified in

Account No. 4900 9 —, Gain/Loss on Disposition of Fixed Assets. Sale of all corporate property must be accounted for under the provisions of CAPM 67-1.

4960 9 - - **UNRELATED BUSINESS INCOME:** This includes all revenue from conducting a trade or business which is not substantially related to the Corporation's exempt purpose or function. This income would be subject to income taxation under the U.S. Internal Revenue Code.

### **EXPENSES**

5000 3 - - **GRANTS AND ALLOCATIONS:** This includes the amount of grants and awards to cadets. Do not include any allocations to other CAP entities. These amounts should be classified to the accounts provided below.

5100 9 - - **SALARIES:** This includes management and general salary expense incurred with employees of the region and wing.

5315 9 - - **WORKERS' COMP INSURANCE:** This includes the expense incurred by the region or wing for management and general employees' workers' compensation insurance.

5400 9 - - **PAYROLL TAXES:** This includes the expense incurred for the region or wing's portion of management and general FICA taxes and any other payroll tax expense the region or wing may be liable for.

5500 7 - - **FUND-RAISING FEES:** This includes fees to outside fund-raisers for solicitation campaigns or for consultation services connected with a solicitation of contributions by the region or wing itself.

5505 7 - - **FUND-RAISING - DIRECT BENEFITS TO DONORS:** This includes direct benefits paid to or in behalf of donors in connection with special events or other fund-raising activities.

5550 9 - - **ANNUAL AUDIT:** This includes the professional fee incurred for the annual audit.

5555 9 - - **OTHER ACCOUNTING SERVICES:** This includes the professional fee incurred for accounting services other than the annual audit.

5575 9 - - **LEGAL SERVICES:** This includes the professional fee incurred for legal services.

5600 0 - - **OFFICE SUPPLIES:** This is the lead account in this series (5600) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would "roll up" into this lead account.

5600 7 - - **OFFICE SUPPLIES - FUND RAISING:** This includes the expense incurred for office supplies used in fund-raising activities.

5600 8 - - **OFFICE SUPPLIES - MARKETING:** This includes the expense incurred for office supplies used in marketing and membership development activities.

5600 9 - - **OFFICE SUPPLIES - GENERAL:** This includes the expense incurred for office supplies used in management and general activities.

5630 0 - - **MATERIALS & SUPPLIES:** This is the lead account in this series (5630) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would "roll up" into this lead account.

- 5630 1 - - **MATERIALS & SUPPLIES - EMER SVCS:** This includes the expense incurred for materials and other supplies used primarily in emergency services activities.
- 5630 2 - - **MATERIALS & SUPPLIES - AEROSPACE ED:** This includes the expense incurred for materials and othersupplies used primarily in aerospace education activities, including materials and supplies for education and training.
- 5630 3 - - **MATERIALS & SUPPLIES - CADET PRGM:** This includes the expense incurred for materials and other supplies used primarily in cadet activities.
- 5630 8 - - **MATERIALS & SUPPLIES - MARKETING:** This includes the expense incurred for materials and other supplies used primarily in marketing and membership development activities.
- 5630 9 - - **MATERIALS & SUPPLIES - GENERAL:** This includes the expense incurred for materials and other supplies used primarily in management and general activities.
- 5635 9 - - **MATERIALS & SUPPLIES - COST OF SALES:** This includes the cost incurred for materials and other supplies held primarily for resale to members.
- 5700 0 - - **TELEPHONE:** This is the lead account in this series (5700) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 5700 1 - - **TELEPHONE - EMER SRVC:** This includes the expense incurred for the use of the telephone primarily in emergency services activities.
- 5700 7 - - **TELEPHONE - FUND RAISING:** This includes the expense incurred for the use of the telephone primarily in fund-raising activities.
- 5700 8 - - **TELEPHONE - MARKETING:** This includes the expense incurred for the use of the telephone primarily in marketing and membership development activities.
- 5700 9 - - **TELEPHONE - GENERAL:** This includes the expense incurred for the use of the telephone primarily in management and general activities.
- 5800 0 - - **POSTAGE AND SHIPPING:** This is the lead account in this series (5800) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 5800 7 - - **POSTAGE AND SHIPPING - FUND RAISING:** This includes the expense of postage and shipping incurred primarily in fund-raising activities.
- 5800 8 - - **POSTAGE AND SHIPPING - MARKETING:** This includes the expense of postage and shipping incurred primarily in marketing and membership development activities.
- 5800 9 - - **POSTAGE AND SHIPPING - GENERAL:** This includes the expense of postage and shipping incurred primarily in management and general activities.
- 5920 0 - - **FACILITY EXPENSES:** This is the lead account in this series (5920) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.

- 5920 1 - - **FACILITY EXPENSES - EMER SVCS:** This includes the expense of occupancy primarily for emergency services activities. Included in this would be the expense incurred for use of facilities, heat, light, power, and other utilities, outside janitorial services, mortgage interest, property insurance, real estate taxes, and similar expenses incurred in providing emergency services.
- 5920 2 - - **FACILITY EXPENSES - AEROSPACE ED:** This includes the expense of occupancy primarily for aerospace education activities. Included in this would be the expense incurred for use of facilities, heat, light, power, and other utilities, outside janitorial services, mortgage interest, property insurance, real estate taxes, and similar expenses incurred in providing aerospace education.
- 5920 3 - - **FACILITY EXPENSES - CADET PRGM:** This includes the expense of occupancy primarily for cadet activities. Included in this would be the expense incurred for use of facilities, heat, light, power, and other utilities, outside janitorial services, mortgage interest, property insurance, real estate taxes, and similar expenses incurred in providing cadet activities.
- 5920 9 - - **FACILITY EXPENSES - GENERAL:** This includes the expense of occupancy primarily for management and general activities. Included in this would be the expense incurred for use of facilities, heat, light, power, and other utilities, outside janitorial services, mortgage interest, property insurance, real estate taxes, and similar expenses incurred in connection with management and general activities.
- 6005 0 - - **AIRCRAFT O & M:** This is the lead account in this series (6005) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6005 1 - - **AIRCRAFT O & M - EMER SVCS:** This includes expenses incurred for fuel, lubrication, repairs, maintenance, supplies, and all other expenditures made in connection with the operation of aircraft for emergency services activities. Do not include expenses incurred in mission activities. Those amounts should be classified to the accounts provided below.
- 6005 3 - - **AIRCRAFT O & M - CADET PRGM:** This includes expenses incurred for fuel, lubrication, repairs, maintenance, supplies, and all other expenditures made in connection with the operation of aircraft for cadet activities. Do not include expenses incurred in mission activities. Those amounts should be classified to the accounts provided below.
- 6005 9 - - **AIRCRAFT O & M - GENERAL:** This includes expenses incurred for fuel, lubrication, repairs, maintenance, supplies, and all other expenditures on aircraft operated for management and general activities. Do not include expenses incurred in mission activities. Those amounts should be classified to the accounts provided below.
- 6040 0 - - **VEHICLE O & M:** This is the lead account in this series (6040) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6040 1 - - **VEHICLE O & M - EMER SVCS:** This includes expenses incurred for gas, oil, lubrication, repairs, tires, etc., on vehicles operated for emergency services activities. Do not include expenses incurred in mission activities. Those amounts should be classified to the accounts provided below.
- 6040 2 - - **VEHICLE O & M - AEROSPACE ED:** This includes expenses incurred for gas, oil, lubrication, repairs, tires, etc., on vehicles operated for aerospace education activities. Do not include expenses incurred in mission activities. Those amounts should be classified to the accounts provided below.

- 6040 3 - - **VEHICLE O & M - CADET PRGM:** This includes expenses incurred for gas, oil, lubrication, repairs, tires, etc., on vehicles operated for cadet activities. Do not include expenses incurred in mission activities. Those amounts should be classified to the accounts provided below.
- 6040 9 - - **VEHICLE O & M - GENERAL:** This includes expenses incurred for gas, oil, lubrication, repairs, tires, etc., on vehicles operated for management and general activities. Do not include expenses incurred in mission activities. Those amounts should be classified to the accounts provided below.
- 6055 1 - - **COMMUNICATION O & M:** This includes expenses incurred for repairs and maintenance, supplies, etc., for communications equipment used in emergency services activities.
- 6060 0 - - **OTHER EQUIP O & M:** This is the lead account in this series (6060) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6060 1 - - **OTHER EQUIP O & M - EMER SRVC:** This includes expenses incurred for the operation and maintenance of all other equipment used in emergency services activities.
- 6060 2 - - **OTHER EQUIP O & M - AEROSPACE ED:** This includes expenses incurred for the operation and maintenance of all other equipment used in aerospace education activities.
- 6060 3 - - **OTHER EQUIP O & M - CADET PRGM:** This includes expenses incurred for the operation and maintenance of all other equipment used in cadet activities.
- 6060 9 - - **OTHER EQUIP O & M - GENERAL:** This includes expenses incurred for the operation and maintenance of all other equipment used in management and general activities.
- 6110 0 - - **PRINTING AND PUBLICATIONS:** This is the lead account in this series (6110) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6110 7 - - **PRINTING AND PUBLICATIONS - FUND RAISING:** This includes expenses incurred for the producing of leaflets, films, videos, purchased publications and other informational materials used primarily in fund-raising activities.
- 6110 8 - - **PRINTING AND PUBLICATIONS - MARKETING:** This includes expenses incurred for the producing of leaflets, films, videos, purchased publications and other informational materials used primarily in marketing and membership development activities.
- 6110 9 - - **PRINTING AND PUBLICATIONS - GENERAL:** This includes expenses incurred for the producing of leaflets, films, videos, purchased publications and other informational materials used primarily in management and general activities.
- 6200 0 - - **TRAVEL:** This is the lead account in this series (6200) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6200 1 - - **TRAVEL - EMER SVCS:** This includes expenses for travel, lodging, meals, and other miscellaneous charges incurred by CAP members when performing authorized travel for emergency services activities.

- 6200 2 - - **TRAVEL - AEROSPACE ED:** This includes expenses for travel, lodging, meals, and other miscellaneous charges incurred by CAP members when performing authorized travel for aerospace education activities.
- 6200 3 - - **TRAVEL - CADET PRGM:** This includes expenses for travel, lodging, meals, and other miscellaneous charges incurred by CAP members when performing authorized travel for cadet activities.
- 6200 8 - - **TRAVEL - MARKETING:** This includes expenses for travel, lodging, meals, and other miscellaneous charges incurred by CAP members when performing authorized travel for marketing and membership development activities.
- 6200 9 - - **TRAVEL - GENERAL:** This includes expenses for travel, lodging, meals, and other miscellaneous charges incurred by CAP members when performing authorized travel for management and general activities.
- 6350 0 - - **CONFERENCES & MEETINGS:** This is the lead account in this series (6350) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6350 2 - - **CONFERENCES & MEETINGS - AEROSPACE ED:** This includes expenses such as rental of facilities, speakers’ fees and registration fees incurred for conducting conferences and meetings related to the aerospace education program.
- 6350 3 - - **CONFERENCES & MEETINGS - CADET PRGM:** This includes expenses such as rental of facilities, speakers’ fees and registration fees incurred for conducting conferences and meetings related to the cadet program.
- 6350 9 - - **CONFERENCES & MEETINGS - GENERAL:** This includes expenses such as rental of facilities, speakers’ fees and registration fees incurred for conducting conferences and meetings that are not directly related to a program.
- 6410 9 - - **INTEREST EXPENSE:** This includes interest incurred on funds borrowed from financial institutions. Do not include interest incurred with National Headquarters. That expense should be classified in Account No. 7404 6 —, Expense with Natl. HQ - Other.
- 6500 0 - - **DEPRECIATION - BLD & IMPV:** This is the lead account in this series (6500) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6500 1 - - **DEPRECIATION - BLD & IMPV - EMER SRVC:** This includes the periodic charge of the cost of building and improvements used directly in the operation of emergency services activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6500 2 - - **DEPRECIATION - BLD & IMPV - AEROSP ED:** This includes the periodic charge of the cost of building and improvements used directly in the operation of aerospace education activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6500 3 - - **DEPRECIATION - BLD & IMPV - CADET PRGM:** This includes the periodic charge of the cost of building and improvements used directly in the operation of cadet activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6500 9 - - **DEPRECIATION - BLD & IMPV - GENERAL:** This includes the periodic charge of the cost of building and improvements used in management and general activities, on a straight line basis over the estimated useful lives of the fixed assets.



- 6505 0 - - **DEPRECIATION - A/C IMPR:** This is the lead account in this series (6505) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6505 1 - - **DEPRECIATION - A/C IMPR - EMER SRVC:** This includes the periodic charge of the cost of aircraft improvements used directly in the operation of emergency services activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6505 3 - - **DEPRECIATION - A/C IMPR - CADET PRGM:** This includes the periodic charge of the cost of aircraft improvements used directly in the operation of cadet activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6510 9 - - **DEPRECIATION - COMPUTERS:** This includes the periodic charge of the cost of computers used in management and general activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6515 0 - - **DEPRECIATION - VEHICLE:** This is the lead account in this series (6515) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6515 1 - - **DEPRECIATION - VEHICLE - EMER SRVC:** This includes the periodic charge of the cost of vehicles used directly in the operation of emergency services activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6515 2 - - **DEPRECIATION - VEHICLE - AEROSP ED:** This includes the periodic charge of the cost of vehicles used directly in the operation of aerospace education activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6515 3 - - **DEPRECIATION - VEHICLE - CADET PRGM:** This includes the periodic charge of the cost of vehicles used directly in the operation of cadet activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6515 9 - - **DEPRECIATION - VEHICLE - GENERAL:** This includes the periodic charge of the cost of vehicles used in management and general activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6525 0 - - **DEPRECIATION - OTHER EQ:** This is the lead account in this series (6525) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6525 1 - - **DEPRECIATION - OTHER EQ - EMER SRVC:** This includes the periodic charge of the cost of other equipment used directly in the operation of emergency services activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6525 2 - - **DEPRECIATION - OTHER EQ - AEROSP PRGM:** This includes the periodic charge of the cost of other equipment used directly in the operation of aerospace education activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6525 3 - - **DEPRECIATION - OTHER EQ - CADET PRGM:** This includes the periodic charge of the cost of other equipment used directly in the operation of cadet activities, on a straight line basis over the estimated useful lives of the fixed assets.

- 6525 9 - - **DEPRECIATION - OTHER EQ - GENERAL:** This includes the periodic charge of the cost of other equipment used in management and general activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6530 0 - - **DEPRECIATION - OFFICE F & F:** This is the lead account in this series (6530) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6530 7 - - **DEPRECIATION - OFFICE F & F - FDRAISING:** This includes the periodic charge of the cost of office furniture and fixtures used directly in fund-raising activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6530 8 - - **DEPRECIATION - OFFICE F & F - MRKT:** This includes the periodic charge of the cost of office furniture and fixtures used directly in marketing and membership development activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6530 9 - - **DEPRECIATION - OFFICE F & F - GENERAL:** This includes the periodic charge of the cost of office furniture and fixtures used in management and general activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6535 0 - - **DEPRECIATION - CAPITAL LEASES:** This is the lead account in this series (6535) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would “roll up” into this lead account.
- 6535 1 - - **DEPRECIATION - CAPITAL LEASES - EMER SRVC:** This includes the periodic charge of capitalized leases for which the underlying asset is used directly in the operation of emergency services activities. Depreciation is to be computed on a straight line basis over the estimated useful life of the property, or the life of the lease, as appropriate under SFAS 13.
- 6535 2 - - **DEPRECIATION - CAPITAL LEASES - AEROSP ED:** This includes the periodic charge of capitalized leases for which the underlying asset is used directly in the operation of aerospace education activities. Depreciation is to be computed on a straight line basis over the estimated useful life of the property, or the life of the lease, as appropriate under SFAS 13.
- 6535 3 - - **DEPRECIATION - CAPITAL LEASES - CADET PRGM:** This includes the periodic charge of capitalized leases for which the underlying asset is used directly in the operation of cadet activities. Depreciation is to be computed on a straight line basis over the estimated useful life of the property, or the life of the lease, as appropriate under SFAS 13.
- 6535 9 - - **DEPRECIATION - CAPITAL LEASES - GENERAL:** This includes the periodic charge of capitalized leases for which the underlying asset is used in management and general activities. Depreciation is to be computed on a straight-line basis over the estimated useful life of the property, or the life of the lease, as appropriate under SFAS 13.
- 6540 1 - - **DEPRECIATION - COMMUNICATION EQUIP:** This includes the periodic charge of the cost of communication equipment used directly in the operation of emergency services activities, on a straight line basis over the estimated useful lives of the fixed assets.
- 6760 3 - - **CADET ACTIVITIES:** This includes expenses incurred for summer encampments, drill training and competition, flight orientation, and other cadet activities and projects.

- 6770 2 - - **SENIOR ACTIVITIES:** This includes expenses incurred for flight training, educational training, and other senior member activities and projects directly related to aerospace education activities. Do not include any expenses incurred in connection with emergency services, cadet or supporting activities. Use other accounts provided to classify those amounts.
- 6800 1 - - **MISSION EXP. - COUNTERDRUG:** This includes expenses incurred for counterdrug activity, including counterdrug mission expenses subject to reimbursement by CAP National Headquarters.
- 6810 1 - - **MISSION EXP. - SAR/DR ACTUAL:** This includes expenses incurred for actual search and rescue and disaster relief activities, including SAR/DR mission expenses subject to reimbursement by CAP National Headquarters or USAF.
- 6815 1 - - **MISSION EXP. - SAR/DR TRNG:** This includes expenses incurred for search and rescue and disaster relief training activities, including SAR/DR training mission expenses subject to reimbursement by CAP National Headquarters or USAF.
- 6825 1 - - **MISSION EXP. - OTHER:** This includes expenses incurred for other mission activities directly related to emergency services, not classified in other accounts listed above.
- 6950 9 - - **INSURANCE - VENDORS:** This includes expenses incurred with outside agencies for insurance. Do not include property insurance classified in Account No. 5920, Facility Expenses series.
- 7300 0 - - **AWARDS:** This is the lead account in this series (7300) of accounts. No entries should be posted to this lead account if any of the below sub-accounts in this series are used. All entries would be posted to the sub-accounts and would "roll up" into this lead account.
- 7300 2 - - **AWARDS - AEROSPACE ED:** This includes expenses for awards presented in connection with aerospace education activities.
- 7300 3 - - **AWARDS - CADET PRGM:** This includes expenses for awards presented in connection with cadet activities.
- 7300 9 - - **AWARDS - GENERAL:** This includes expenses for other awards presented that are indirectly related to program activities.
- 7400 6 - - **EXPENSE WITH NATL. HQ - MAT & SUPL - BOOKSTR:** This includes expenses incurred with CAP Bookstore for the purchase of materials and supplies.
- 7401 6 - - **EXPENSE WITH NATL. HQ - MAT & SUPL - DEPOT:** This includes expenses incurred with CAP Supply Depot for the purchase of materials and supplies.
- 7402 6 - - **EXPENSE WITH NATL. HQ - AIRCRAFT INSURANCE:** This includes expenses incurred with CAP National Headquarters for aircraft hull and liability insurance assessments.
- 7403 6 - - **EXPENSE WITH NATL. HQ - VEHICLE INSURANCE:** This includes expenses incurred with CAP National Headquarters for vehicle property and liability insurance assessments.
- 7404 6 - - **EXPENSE WITH NATL. HQ - OTHER:** This includes expenses incurred with CAP National Headquarters for which a separate account is not provided. This includes such expenditures as interest expense with National Headquarters.
- 7420 6 - - **EXPENDITURE WITH REGIONS & WINGS:** This includes all expenses incurred with other CAP regions and wings.